



# Adjutant General School



REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)  
For use of this form, see AR 600-8-2, the governing agency at DCS, G-1

SECTION I - ADMINISTRATIVE DATA

3. RANK

5. ETS/ESAMRD

7. STATION (Geographical location)

Remove flag (Sections II and IV only)

8. FOLLOWING REASON:

TRANSFERABLE

APFT failure (1)

Weight control program (K)

Punishment Phase (H)

Date punishment complete

9. FOLLOWING REASON:

Other final action (E)

Erroneous (Z)

(only if Soldier is on a HQDA selection list)

DATE

APFA (1) 2004

Army Regulation 600-8-2

Personnel—General

## Suspension of Favorable Personnel Actions (Flags)

Headquarters  
Department of the Army  
Washington, DC  
25 December 2004

UNCLASSIFIED

## Administer Suspension of Favorable Personnel Actions

**DISCLAIMER:** Some of the content included in this training package is based on changes to AR 600-8-2 which is currently being staffed for approval and will be released at a later date.



# Terminal Learning Objective



Action: Administer Suspension of Favorable Personnel Actions (FLAG)

Conditions: In a classroom environment, given AR 600-8-2, DA Form 268, and awareness of Operational Environment (OE) variables and actors.

Standards: The student will have met the standards when they fully understand the processing and procedures for flagging actions listed below:

1. Communicate general policy and impact of flagging actions
2. Determine effective dates of flagging actions
3. Process initiation and removal of flags
4. Manage flagging actions at all levels



# Purpose of Flag

## (1 of 2)



- A Flag is an “*administrative tool*” used to prevent and/or preclude:
  - ✓ Execution of favorable actions
  - ✓ Movement of a Soldier
  
- A Flag (DA Form 268) will be initiated immediately when a Soldier’s status changes from favorable to unfavorable.
  
- Flags are not to be used for *punishment* or *restriction*.
  
- Flags are not the final disposition.

REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)		
For use of this form, see AR 600-8-2; the proponent agency is DCS, G-1.		
SECTION I - ADMINISTRATIVE DATA		
1. NAME (Last, First, MI)	2. SSN	3. RANK
4. <input type="checkbox"/> On active duty <input type="checkbox"/> Not on active duty <input type="checkbox"/> On ADT		
5. ETS/ESAMRO		7. STATION (Geographical location)
6. UNIT ASSIGNED AND ARMY COMMAND		
8. HR OFFICE CONTROLLING FLAGGING ACTION AND TELEPHONE NUMBER		
9. THIS ACTION IS TO:		
<input type="checkbox"/> Initiate a flag (Sections II and IV only)		<input type="checkbox"/> Remove flag (Sections III and IV only)
SECTION II - INITIATE A FLAG		
10. <input type="checkbox"/> A FLAG IS INITIATED, EFFECTIVE _____ FOR THE FOLLOWING REASON:		
NON-TRANSFERABLE		TRANSFERABLE
<input type="checkbox"/> Adverse action (A)	<input type="checkbox"/> Involuntary Separation - field initiated (B)	<input type="checkbox"/> APFT failure (J)
<input type="checkbox"/> Removal from selection list - field initiated (C)	<input type="checkbox"/> Referred OER/Relief for Cause NCOER (D)	<input type="checkbox"/> Weight control program (K)
<input type="checkbox"/> Security violation (E)	<input type="checkbox"/> HQDA use only - elimination or removal from selection list (F)	<input type="checkbox"/> Punishment Phase (H)
<input type="checkbox"/> Commander's Investigation (L)	<input type="checkbox"/> Law Enforcement Investigation (M)	Date punishment complete _____
<input type="checkbox"/> Dany Auto Promotion (P) (T)	<input type="checkbox"/> Drug Abuse Adverse Action (U)	
<input type="checkbox"/> Alcohol Abuse Adverse Action (V)	<input type="checkbox"/> HQDA use only - Involuntary Separation (W)	
<input type="checkbox"/> Other (X) _____		
Reason _____		
SECTION III - REMOVE A FLAG		
11. <input type="checkbox"/> A FLAG IS REMOVED, EFFECTIVE _____ FOR THE FOLLOWING REASON:		
<input type="checkbox"/> Case closed favorably (C)	<input type="checkbox"/> Other final action (E)	
<input type="checkbox"/> Case closed unfavorably (D)	<input type="checkbox"/> Erroneous (Z)	
SECTION IV -		
DISTRIBUTION		
1 - Unit Commander	1 - Soldier	1 - HRC (only if Soldier is on a HQDA selection list)
1 - S-1/MPD	1 - Commander, gaining unit (transfer flag only)	
NAME, RANK, TITLE, AND ORGANIZATION	SIGNATURE	DATE
_____	_____	_____
DA FORM 268, SEP 2011      PREVIOUS EDITIONS ARE OBSOLETE.      APD PE-V1 0083		



# Purpose of Flag

## (2 of 2)



- A Flag will ***not*** be removed for the purpose of allowing a Soldier to PCS.
  
- A Flag is ***mandatory*** when an investigation is initiated by military or civilian authorities.
  
- Commander establish internal controls:
  - ✓ *"Need to Know"*
  - ✓ *Health Promotion, Risk Reduction and Suicide Prevention*
  - ✓ *Favorable actions are not granted*
  - ✓ *DA Form 268 is prepared to suspend favorable actions*
  - ✓ *DA Form 268 is prepared to removed flagging action*



# Favorable Actions Impacted by a Flag (1 of 2)



- Waiver approval authority is Army G-3/5/7



# Favorable Actions Impacted by a Flag (2 of 2)





# Non-Transferable Flags



Circumstances that may result in a Soldier requiring a Non-Transferable Flag. The flagged Soldier may not be transferred to another unit (except as provided for in paragraph 2-2). Ensure the correct reason code is being used IAW Table 2-1.



# Transferable Flags



Circumstances that may result in a Soldier requiring a Transferable Flag. The flagged Soldier may be transferred to another unit IAW Paragraph 2-3. Ensure the correct reason code is being used IAW Table 2-1.





# Check on Learning



1. Q. CPT Myers just returned from three weeks of leave in Hawaii and therefore, was not able to take his APFT. The commander directed CPT Myers to take his APFT no later than Wednesday of the following week. CPT Myers failed to take his APFT. What action should you take as the commander?

**A. Initiate a Flag (Para 2-3d)**
2. Q. SSG Brown is assigned to Co A, 1<sup>st</sup> Bn, 316<sup>th</sup> AR and is pending removal from the SFC list. There is a need for a qualified Battle Staff Operation NCO in one of the other battalion's within the same Brigade. Can the brigade Commander direct SSG Brown be reassign with a pending flagging action?

**A. Yes (Para 2-2)**
3. Q. SPC Austin was enrolled in the AWCP and recently found out that she is pregnant. What action should you take as the commander?

**A. No action is required, the flag will remain in effect until the soldier complies with AR 600-9 (Para 2-3e)**
4. Q. SGT Harrison received his second DUI and was flagged pending administrative action. SGT Harrison's commander recommended separation and his packet was submitted to the administrative separation board. The board recommended that the Soldier be retained. Can the commander remove the flag?

**A. No, the flag may only be removed by the General Court-Martial Convening Authority. (Para 2-9b (2))**



# Effective Dates

(1 of 2)



The effective date of a flag, **unless otherwise specified in this regulation**, will be the date that the circumstance(s) requiring the flag occurred, not the date the flag was initiated (e.g. if the circumstance occurred on the 25<sup>th</sup> of March, but the flag was not initiated until the 3d of April, the effective date of the flag would still be the 25<sup>th</sup> of March).

admonishment. Flag will be ***effective on the day the offense*** (leading to the memorandum) took place.

- ❑ Soldier is absent without leave (AWOL), submit ***the initial flag on the second day of AWOL, with an effective date of the first day of AWOL.***
- ❑ The ***effective date of the flag*** will be the date the ***commander signs the intent to separate notification memorandum*** to the Soldier or the ***date HQDA*** initiates an involuntary separation action.
- ❑ A flag is initiated based on the adverse action resulting from the alcohol or drug abuse-related incident. **A flag may NOT be initiated based on referral, screening or enrollment into the Army Substance Abuse Program (ASAP).**
- ❑ ***Effective date of the flag is the date of offense***, the date the commander directs the investigation, the date the commander appoints an investigation officer, or the date the investigating officer suspects the Soldiers may be subject to disciplinary action.



# Effective Dates

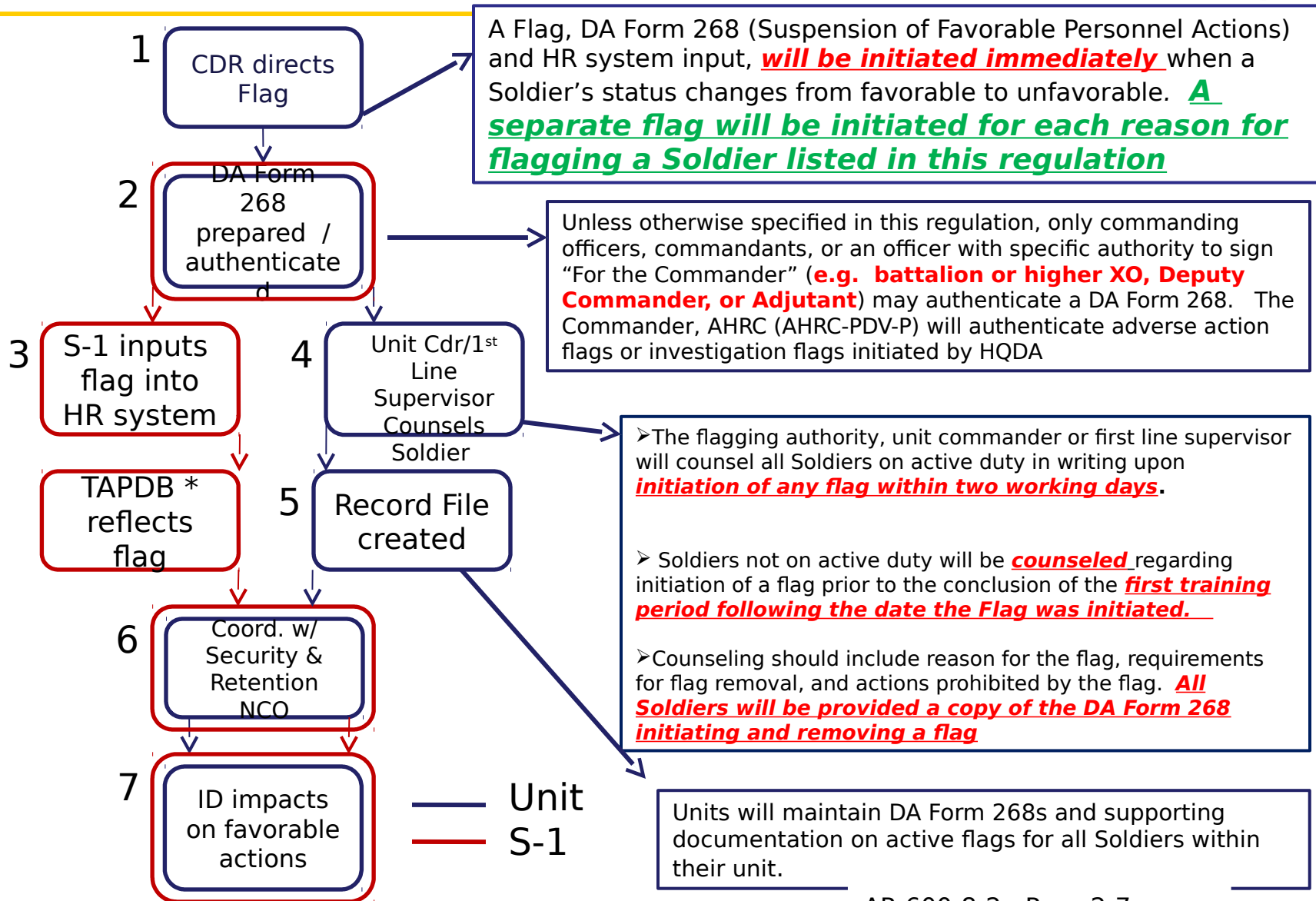
(2 of 2)



- ❑ The **effective date** of the flag will be the through date listed on the OER or NCOER, the date the decision was made to administer the referred OER, or the date of relief.
- ❑ **Effective date of the flag is the date of offense or the date law enforcement identifies or titles the Soldier as a subject or suspect.**
- ❑ A Soldier denied automatic promotion to PV2 thru SPC, **they must flag the Soldier no later than the 20<sup>th</sup> day of the month** preceding the month of automatic promotion in accordance with AR 600-8-19.
- ❑ An officer denied automatic promotion to CW2 or 1LT, **they must flag the officer.** To ensure promotion orders are not erroneously cut, the **flag must be input into HR systems no later than 90 days prior to the month of automatic promotion.**
- ❑ Lautenberg Amendment. Soldiers with a qualifying conviction under the Domestic Violence Amendment to the Gun Control Act of 1968 must be flagged as required by AR 600-20.
- ❑ Soldiers who fail to provide and maintain an adequate Family care plan, as required by AR 600-20 must be flagged. **Effective date of the flag will be the suspense date established by the commander for completion and approval of DA Form 5305** with attendant documents in accordance with AR 600-8-2, Chap 2, Para 2-2 & 2-4



# Initiating a Flag





# Removal Dates

## (Non-Transferable/Transferable)

### (1 of 3)



- **Charges, restraint, confinement, court-martial, nonjudicial punishment and AWOL**- remove the flag when the Soldier is acquitted at court-martial or civilian trial and no other adverse action arising from the incident or charges is contemplated. (see para 2-9 a. (1) for additional dates)
- **Administrative reduction**- remove the flag on the date of reduction
- **Memorandum of admonishment, censure, or reprimand not administered as nonjudicial punishment**- Remove the Flag on the date the appropriate authority directs the filing of the signed memorandum (AR 600-37) or on the date the memorandum is rescinded without filing.
- **Commander's Investigation**-remove the flag when investigation results in no adverse findings against the Soldier (see para 2-9 a. (9) for additional dates)
- **Law enforcement investigation**- remove the flag when the completed DA Form 4833, Commander's Report of Disciplinary or Administrative Action, is submitted to the provost martial or USACIDC in accordance with AR 190-45.



# Removal Dates

## (Non-Transferable/Transferable)

### (2 of 3)



- **Referred officer evaluation report or Relief-for-Cause noncommissioned officer evaluation report** - remove the flag when the evaluation is accepted error-free by AHRC or State MILPO and uploaded to the Soldier's Army Military Human Resource Record (AMHRR).
- **For first time drug offenses** - remove the flag when Soldier is reassigned to the transition point for separation or, if separation authority retains the Soldier, remove the flag when punishment is complete.
- **For second-time or higher drug offenses** - remove the flag when Soldier is reassigned to the transition point for separation. If a show-cause board, administrative separation board, or separation authority retains the Soldier, the flag must be removed by the **General Court-Martial Convening Authority**.
- **Involuntary separation or discharge**-remove the flag when Soldier is reassigned to a transition point or retained.
- **Alcohol abuse adverse action**- remove the flag when the punishment is complete.
- **Promotion to PV2 thru SPC**- remove the flag no later than the working day following the date the Soldier would have been autom



# Removal Dates (Non-Transferable/Transferable) (3 of 3)



- **Promotion to 1LT** - remove the flag when the officer is reassigned to the transition point or, if the denial for promotion to 1LT is held in abeyance for up to 6 months, remove the flag when the commander elects to promote the officer.
- **Lautenberg Amendment**- remove the flag when conviction is expunged, pardoned or set aside by competent authority or when Soldier is transferred to transition point for separation.
- **Family care plan**- remove the flag when the Family Care Plan is approved or recertified by the commander.
- **Punishment phase**- remove flag upon completion of punishment.
- **Army Physical Fitness Test (Failure)**-remove flag on date of compliance
- **Army Weight Control Program (Non-compliance)** -remove the flag (code E) on date of compliance.



# Report codes



Code	Report
A	Initial report.
B	Transferable report. (ARNG only)
C	Final report—favorable. This report is prepared when: <ul style="list-style-type: none"> <li>a. Investigation finds no substantiated findings.</li> <li>b. Charges are dropped, Soldier is exonerated, or no disciplinary action is taken.</li> </ul>
D	Final report—unfavorable. This report is prepared when: <ul style="list-style-type: none"> <li>a. The investigation finds substantiated charges.</li> <li>b. The punishment is completed. Punishment includes, but is not limited to forfeiture of pay, suspension, parole, probation, or memorandum of reprimand (local and AMHRR filed).</li> </ul>
E	Final report—other. <ul style="list-style-type: none"> <li>a. Use for Soldiers flagged for noncompliance with the AWCP, AR 600–9, and Soldier subsequently meets the AWCP requirements.</li> <li>b. When a Soldier flagged for APFT failure passes the record APFT.</li> <li>c. Remove commander’s decision to block automatic promotion.</li> </ul>
	<ul style="list-style-type: none"> <li>d. When a Soldier has an approved Family care plan.</li> <li>e. When a Soldier meets the requirements of 10 USC 10206.</li> </ul> <p>NOTE: Do not use this code to close an erroneous Flag.</p>
Z	Erroneous Report. Use this code to close erroneous Flags.





# Removal of a Flag



A flag will be removed as soon as practical after the Soldier's status changes from unfavorable to favorable. **Unit S-1s will maintain all DA Form 268s with supporting documentation on all closed flags for 1 year.**

Yes



Yes

## Step 6a

If promotion reconsideration is warranted, HRC will initiate a HQDA flag for 'Removal from a selection list' and initiate a Promotion Review Board (PRB) or Standby Advisory Board (STAB) for promotion reconsideration. **HRC will then authorized the unit to lift the locally initiated flag from the HR system**



# Check on Learning



1. Q. PV2 Bishop is scheduled to be automatically promoted to PFC on 1 April 2015, but was denied promotion and flagged by his commander on 18 March 2015. What is the earliest date that PV2 Bishop's flag can be removed?

**A. 2 April 2015 ( para 2-2 j. (1)**
2. Q. SGT Nelson decided to do a self-referral into ASAP for alcohol before things got out of hand with his drinking. On 15 January SGT called and spoke to an ASAP coordinator and consequently was enrolled into ASAP that day. What will be the effective date of his FLAG?

**A. A flag may not be initiated based on referral, screening or enrollment into the Army Substance Abuse Program (ASAP) (para 2-2 g).**
3. Q. SSG(P) Allen received a letter of reprimand. The CG directed that it be filed in the NCO's OMPF. Can the unit commander remove the adverse action flag from the HR system?

**A. No. Because the NCO is on a centralized promotion list, the flag must be lifted by HRC**
4. Q. 1LT Cummings was flagged pending an investigation for sexual harassment. After further investigation it was found there was no substantiated evidence. The investigation was closed and her flag was removed on 15 November 2015. What date can the DA Form 268 and supporting documentation be destroyed?

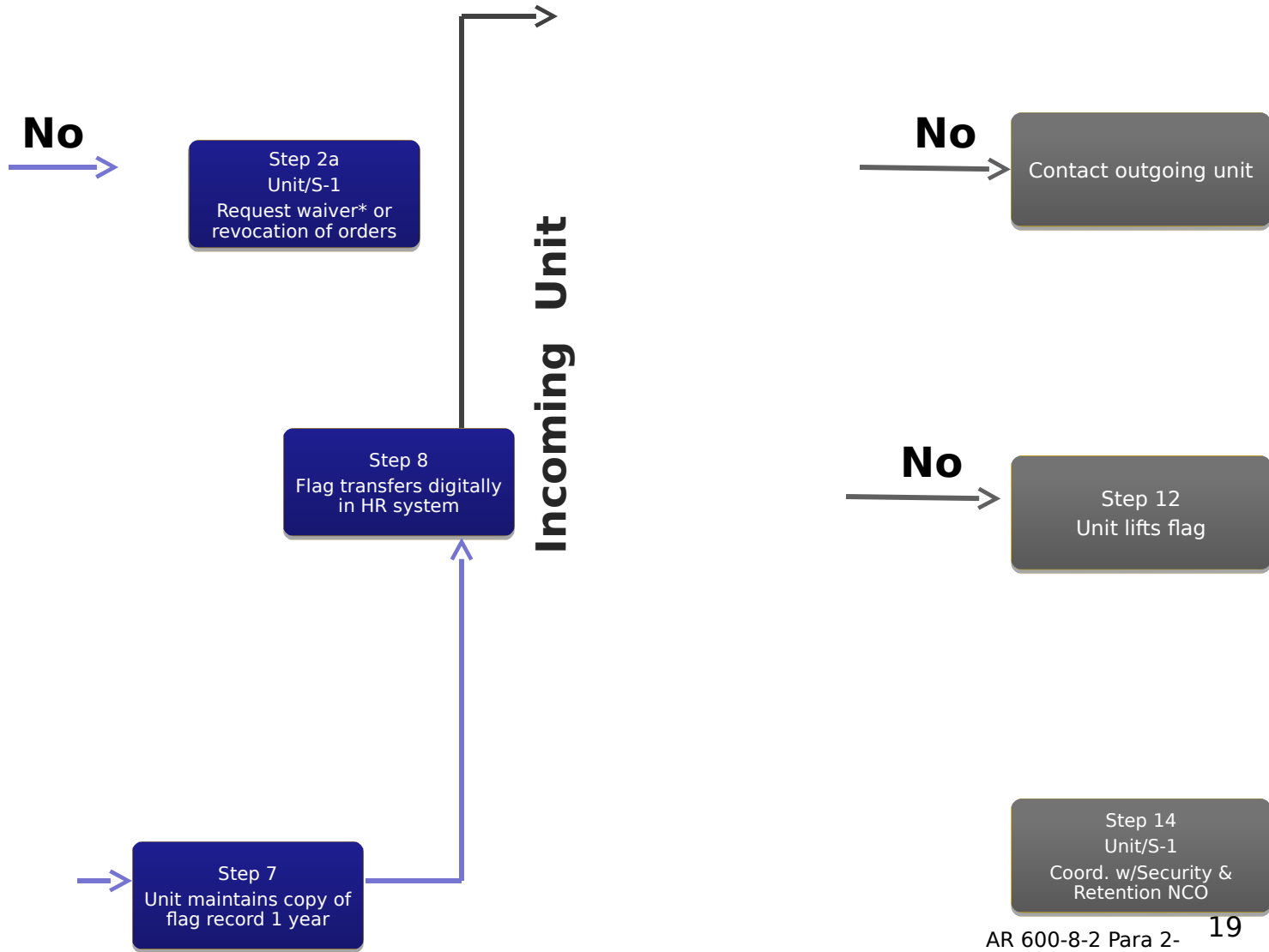
**A. 14 November 2016**



# Transfer a Flag

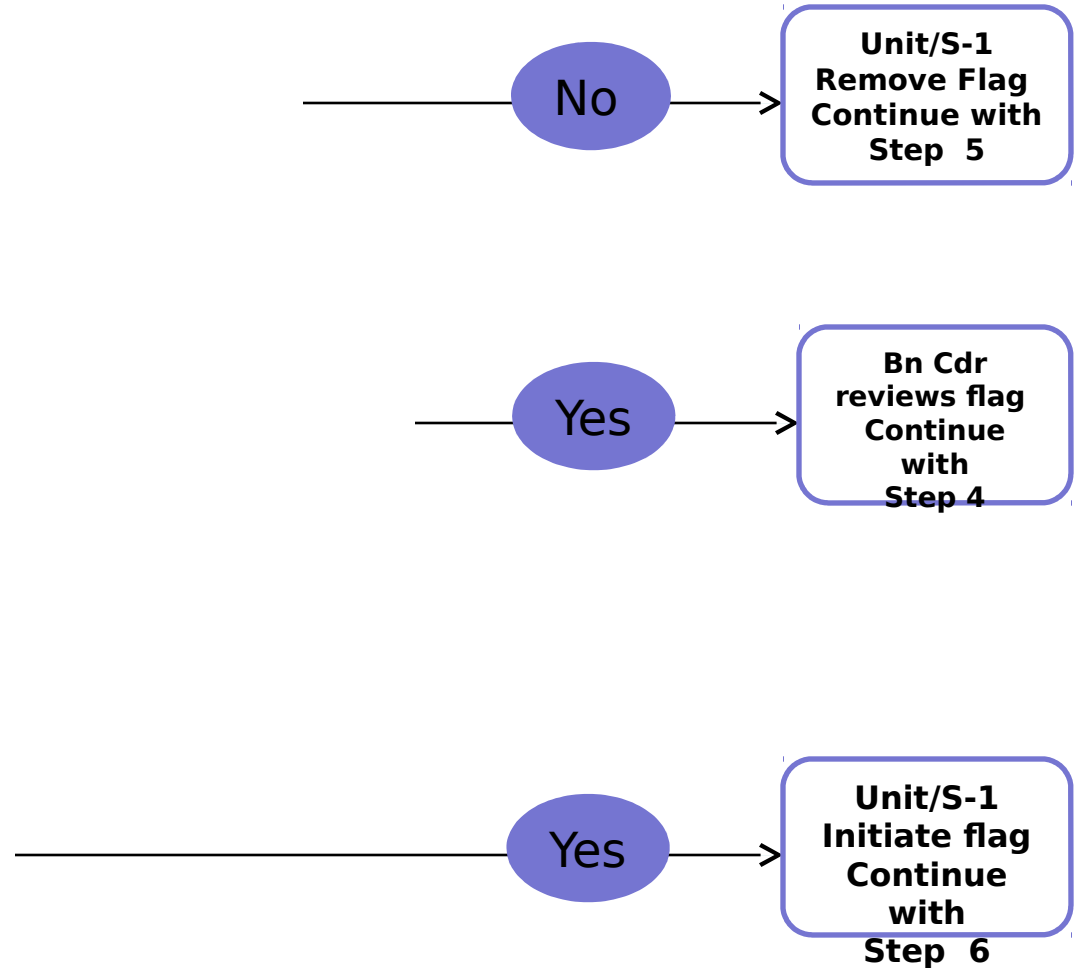


**Outgoing Unit**





# Unit Flag Management





# Suspension of Favorable Actions Management Report (AAA-95)



**Active flag cases will be reviewed at least monthly. Unit level commanders will review and validate the AAA-95 flag reports monthly. Battalion level commanders will review and validate all flags over 6 months old.**

## Suspension of Favorable Personnel Actions Management Report AAA-095

**Check reason and report codes to ensure Soldier flagging action is coded correctly. See Table 2-1 and 2-2 for codes**

Date: 11/17/2011

Unclassified

UIC: W

MPC

O

E

Total Records Flagged for MPC-O = 3

E

Total Records Flagged for MPC-E = 16

Total UIC Records Flagged = 19

Total Records for Report = 19

	DYST	ETS ESA/MRO	Rsn	Rpt Typ	Eff Dt	Remarks	Prev Wt Exp Dt
	PDY		J	A	20091020	ARMY PHYSICAL FITNESS TEST FAILURE	
			K	A	20100512	ENTRY INTO WEIGHT-CONTROL-PROGRAM	
GEDEO, ARTHUR L	905-12-7805	CPT	PDY				
			F	A	20100803	REMOVAL FROM SELECTION LIST - HEADQUARTERS DA INITIATED	
MOSS, ANNETTE R	905-12-7605	CPT	PDY				20111119
			K	E	20081118	ENTRY INTO WEIGHT-CONTROL-PROGRAM	
Total Records Flagged for MPC-O = 3							
	PDY	20141023	J	A	20091020	ARMY PHYSICAL FITNESS TEST FAILURE	
BEWITT, BRANDY BETH	905-13-8905	SPC					
	PDY	20120810	A	A	20091104	ADVERSE-ACTION	
BOSTON, KENNY MICHEAL JR	905-13-8105	SPC					
			J	A	20091116	ARMY PHYSICAL FITNESS TEST FAILURE	
CHIN, KEO LANCE	905-14-2105	SGT	PDY				20110407
			K	E	20080408	ENTRY INTO WEIGHT-CONTROL-PROGRAM	
DONNELL, TYLER ANTHONY EDWA	905-13-9205	SPC	PDY				
			K	A	20091116	ENTRY INTO WEIGHT-CONTROL-PROGRAM	
DOYLE, SETH JAMES JR	905-13-8405	SGT	PDY				20120915
			K	E	20090915	ENTRY INTO WEIGHT-CONTROL-PROGRAM	
LEAVITT, ROBERT YOUNG	905-14-0205	SPC	PDY				
			J	A	20091118	ARMY PHYSICAL FITNESS TEST FAILURE	
LEONARD, JON SINCLAIR	905-12-9805	SFC	PDY				20120207
			K	E	20090208	ENTRY INTO WEIGHT-CONTROL-PROGRAM	
MUHAMMADI, MUSTAFA LYNN	905-13-8005	SGT	PDY				
			A	A	20100318	ADVERSE-ACTION	
NAZZARO, RALPH WILLIAM	905-14-8305	PFC	PDY				
			J	A	20091116	ARMY PHYSICAL FITNESS TEST FAILURE	
ODELL, ANDREW JOHN	905-13-2505	SGT	PDY				
			A	A	20100809	ADVERSE-ACTION	
ORSINIMARRERO, RODOLFO EMORY	905-14-5805	SPC	PDY				
			J	A	20091020	ARMY PHYSICAL FITNESS TEST FAILURE	
PURDIE, THEOPHILUS	905-13-7505	SPC	PDY				
			A	A	20100309	ADVERSE-ACTION	
RICH, GERALD CLARENCE III	905-14-0805	SPC	PDY				
			J	A	20091118	ARMY PHYSICAL FITNESS TEST FAILURE	
RUTH, STEPHEN ROBERT	905-14-5705	SGT	PDY				
			J	A	20091020	ARMY PHYSICAL FITNESS TEST FAILURE	
			K	A	20091116	ENTRY INTO WEIGHT-CONTROL-PROGRAM	
SARGEANT, JARED ANDREW	905-14-3005	SPC	PDY				
			J	A	20090225	ARMY PHYSICAL FITNESS TEST FAILURE	
STANSFIELD, RACHEL LUV	905-13-5805	SGT	HOS				
			J	A	20090921	ARMY PHYSICAL FITNESS TEST FAILURE	



# G-1 and Brigades S-1s Flag Oversight





# Check on Learning



1. Q. SPC Blackmon was flagged for a security violation. What should the reason code be on the AAA 95?  
**A. Code "E" Table 2-1**
2. Q. What report code should be used when a soldier flagged for APFT failure passes the record APFT?  
**A. Code "E" Table 2-2**
3. Q. Today is 15 November 2016 and CPT Richardson is reviewing the Suspension of Favorable Actions Management Report. He notices that there are several flagging actions with an effective date of 10 April 2015. What should be his course of action as the unit commander regarding the report?  
**A. Because the flagging actions are over 6 months old the report must be forward with supporting documentation to the Battalion commander for review and validation. (para 1-9b)**
4. Q. SGT Surls' flagging action is being removed. What are the responsibilities of the unit commanders and S-1s regarding removal flagging actions?  
**A. Unit Commander or First Line Supervisor counsel Soldier**  
**Provide a copy of DA Form 268 removing flagging action**



# Culminating Scenario



On 20 March 2015, the commander appointed an investigating officer to investigate an allegation of insubordination. SGT Cummings was notified of the pending investigation against him on 22 March 2015. The investigation was completed on 2 April 2015 substantiating the allegations. As a result of the investigation, SGT Cummings received an Article 15 on 30 April 2015. His punishment consisted of 2 weeks of extra duty and 2 months pay suspended for 6 months. SGT Cummings is PCSing in June to Ft Campbell KY.

1. Q. What is the effective date and reason code of flag?  
**A. 20 March 2015 and reason code "L"**
2. Q. As a result of the investigation, an Article 15 was initiated against SGT Cummings. What course of action should you take if any?  
**A. Soldier should be flagged with a reason code of A effective 2 April. The L code flag should be lifted effective 2 April.**
3. Q. SGT Cummings punishment consists of 2 weeks of extra duty and 2 months pay suspended for 6 months. What course of action should you take if any?  
**A. Soldier should be flagged with a reason code of H effective 30 April with an end date of 30 October. The A code flag should be lifted effective 30 April.**
4. Q. Should SGT Cummings be allowed to PCS in June?  
**A. Yes the punishment phase flag code H is a transferable flag**





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